

ROLE DESCRIPTION

Board of Trustees – Honorary Secretary

Collective and individual statutory duties

- Ensuring IFST complies with its constitution, Charity Law, Company Law and any other relevant laws
- Ensuring the Institute pursues its Object as defined in the IFST Memorandum of Association
- Ensuring the Institute applies its resources effectively and exclusively in pursuance of its Object and within its powers
- Contributing actively to the Board of Trustees (BoT) by giving firm strategic direction to IFST, setting overall policy, determining high level objectives and evaluating overall performances to these objectives
- Safeguarding the good name of IFST and the values of the Institute
- Ensuring the effective and efficient administration of the Institute
- Ensuring the financial stability of IFST
- Protecting and managing the property of IFST and ensuring the proper investment of the Institute's funds

Other General Duties

In addition to the statutory duties, each Trustee should use any specific skills, knowledge or experience they possess to help the Board of Trustees reach sound decisions. This will involve:

- Scrutinising board papers
- Attending Board meetings
- Participating in and sometimes leading discussions
- Focusing on key issues and taking strategic decisions
- Providing guidance on new initiatives especially on issues in which the Trustee has special expertise
- Representing the Institute internally and externally

Specific duties

- Recording and producing the minutes for Board meetings and General meetings
- Acting as the returning officer, supervising the scrutineers during the counting of ballot papers for the election of Board members
- Chairing the Nominations Committee and overseeing the annual election planning cycle
- Member of the Remuneration and Benefits Committee and attends committee meetings

Drafting the AGM presentation in collaboration with the Honorary treasurer and the company secretary

Competence expectations

It is expected that, to be able to effectively fulfil this role, nominees will have experience or understanding in some, or all, the following areas:

- Minute writing experience
- Charity/company governance experience

Commitment

It is expected that the holder of this role attends the following meetings:

- Scheduled Board meetings (6 meetings per year plus a strategy day)
- The Institute's AGM and any other General Meetings
- Nominations Committee and Remuneration and Benefits committee meetings, as required
- Other working group meetings as required
- The holder may be asked to represent the Institute at other meetings and events (Institute and external)

Election and Service

As set out in the Regulations, appointment to this role is by nomination and election by a ballot of professional members.

The term of office of the Honorary Secretary will normally be three years and will be eligible for re-election annually thereafter to a maximum of five years.